

VILLAGE OF COTTAGE GROVE PUBLIC WORKS, PROPERTIES & SUSTAINABILITY COMMITTEE MEETING MINUTES OF SEPTEMBER 5, 2023

1. **Call to Order.** The hybrid meeting was called to order at 6:00 p.m. by Murphy.
2. **Determine that a quorum is present, and that the agenda was properly posted.**

It was determined that a quorum was present, and that the agenda had been properly posted. Committee members present were Chairperson Heidi Murphy, Andy Eberhardt, Jim Elmore, Mike Hackel, Nicholas Hess, Larry Kieck and Chris Stoa. Staff present were Public Works Director Brian Peterson, Deputy Administrator JJ Larson, Village Engineer Kyela Specht, and Utility Clerk Kristen Krause. Six members of the public were in attendance.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.**

There were no public appearances.
4. **Old Business**
 - a. **Update on solar panels for the Municipal Services Building.**

Peterson just received communication today from the solar company and they are anticipating completion of the project this Thursday. An update will be provided at next month’s meeting.
 - b. **Discuss and consider direction on Forreston Drive/Arbury Court and North Main Street green space.**

Murphy explained that this item went before the Parks and Recreation Committee last month and it was agreed that staff have the capacity to perform maintenance on the green space in Forest Ridge, and therefore the committee recommended having the Village maintain the green space.

Ed DeMeo, 229 Forreston Drive, said that the neighborhood would like to pursue a waiver of liability that would allow the residents to continue to maintain the green space. Steve Buss, 225 Forreston Drive, added that residents will also need to remove all private property/structures from the green space before a waiver was signed. Murphy read email correspondence from Susan Viken, 221 Forreston Drive, who proposed deeding over the green space to the Forest Ridge property owners who have been maintaining it and that the Developer had intended for the space to be used by the Forest Ridge neighborhood. Suzanne Warborg, 229 Forreston Drive, stated that a letter was found from the Developer that acknowledged that the land was meant for the residents of the Forest Ridge development. Committee members discussed liability issues, setting a precedent with public land and the Village’s ability to maintain the area. **Motion** by Hackel, seconded by Kieck, to have the Village continue to maintain ownership of Outlot 1 in Forest Ridge, to allow access by the Village to the easement for maintenance, to have the Village maintain the area at a turf quality level and to have all privately owned property removed from the area. Motion carried with a roll call vote, Eberhardt AYE, Elmore AYE, Hackel AYE, Hess AYE, Kieck AYE, Murphy AYE, Stoa NO.
 - c. **Discuss and consider lighting options for the Glacial Drumlin Trail parking lot.**

The Village is still waiting on a decision for funding from the State of Wisconsin.
5. **New Business**
 - a. **Discuss and consider special assessments.**

Due to the continued growth of the Village, staff are proposing to contract out services for complaint-driven sidewalk snow removal in the winter and long grass mowing in the summer. In the proposal, snow removal and grass mowing would be set at a rate of \$250 for residential customers and \$400 for commercial customers. There would not be an increase for subsequent offenses. Currently, for commercial vacant lots, it is requested that the grass be mowed 10 feet back from the property line. **Motion** by Hackel, seconded by Stoa, to approve the special assessments policy with the amendments to direct vacant lot property owners to mow back 25 feet from the property line adjacent to a residential

property instead of the current 10 feet, and to require a vacant lot property owner to completely mow the entire property at least once a year. Motion carried with a unanimous voice vote of 7-0-0.

6. Engineers Report

Developer Projects

Shady Grove Subdivision

Village staff, Strand, and the Developer completed a Substantial Completion walk-through of the subdivision on August 15, 2023. A List of Items to be Completed or Corrected was provided to the Developer and Developer's Contractor (RG Huston) including utility, concrete, asphalt, lift station, and restoration items. It is anticipated that the List of Items to be Completed or Corrected will be completed before the end of this year's construction season.

Authentix Cottage Grove

All other public improvements and punch list items have been completed or corrected for this development.

Cottage Grove Commons

The Cottage Grove Commons development is anticipated to have Final Completion and project closeout in early September 2023. All punch list items have been addressed, including providing survey information regarding the Village stormwater management outlots. Dane County Land and Water Resource Department is completing its final review of the stormwater management requirements before final sign-off is completed.

Westlawn Estates Fifth Addition

Homburg has begun Phase 4 of the Westlawn Estates Fifth Addition along Wellington Place. The utilities are currently being constructed followed by the curb and gutter, pavement structure, and sidewalk construction. It is anticipated asphalt binder pavement will be placed before November 2023 for Phase 4 and subject to weather conditions; asphalt surface pavement will be placed on the previous Phase 2 and Phase 3 corridors before November 2023.

Other Upcoming Development Projects

Project Silver Eagle

Project Silver Eagle's developer and engineering team have been in communication with the Village and Strand staff regarding the future development site. Updated drawings for the on-site improvements, including public utilities and stormwater management, have been submitted. The Village, Strand, and the development team are working together to keep the development moving forward as grading activities are anticipated to begin in fall 2023. The off-site improvements and traffic impact analysis are forthcoming and will be reviewed when received.

Village Public Works Projects

CTH N

The 2022 CTH N Urbanization construction project contractor is completing outstanding punch list and warranty items. Those items should be addressed by the end of September 2023.

2022 Streets and Clark & Grove Streets

The 2022 Streets Project and the Clark and Grove Streets project contractors completed warranty items, including restoration items in August.

MSB Solar PV System

Construction on the MSB Solar PV System is approximately 90 percent complete. The panels and inverters are installed, but the contractor is waiting on two pieces of electrical equipment that have been delayed. At this time, one component has been delivered, while the other component is still outstanding, which is needed before being able to start up the system.

2023 Street Improvements

The 2023 Streets Improvements project began in August. The project includes pulverizing Crawford Street with spot concrete driveway, sidewalk, and curb and gutter replacements, and inlet replacements. According to the

Contract, once the contractor mobilizes, it has 45 calendar days to complete construction. Wolf Paving and Excavating completed the project a day early, on August 31, 2023.

7. Directors Report

Public Works Technician staff recruitment update.

Our new Public Works Technician, Jeremy Sallmann, began today. We still have one remaining position open to fill.

2024 Budget.

Review of the 2024 budget will occur at next month's meeting.

101 E. Cottage Grove Road.

The Village recently took ownership of the property at 101 E. Cottage Grove Road. Water is planned to be shut off tomorrow and Alliant will be shutting off gas and electricity soon. Peterson gave an overview of what staff will be doing to secure and maintain the property going forward.

8. Approve the minutes of the August 1, 2023, Public Works & Properties Committee meeting.

Motion by Stoa, seconded by Hackel, to approve the August 1, 2023 Public Works and Properties Committee meeting minutes as presented. Motion carried with a voice vote of 6-0-1, with Elmore abstaining.

9. Set tentative date for next meeting.

The next meeting will be in-person/hybrid and scheduled for **Tuesday, October 3, 2023**, at 6:00 pm at Village Hall.

10. Future Agenda Items

- Discuss 2024 budget.

11. Adjournment

Motion by Hess, seconded by Hackel, to adjourn at 6:45 pm. Motion carried with a unanimous voice vote of 7-0-0.

Respectfully submitted by Kristen Krause, Utility Clerk.

Approved on:

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.